

TITLE OF ARTICLE SHOULD BE CENTERED ON PAGE

John F. Doe, Charlie L. Browne
NASA Ames Research Center, MS 144-2, Moffett Field, CA 94035, USA

Hans-Peter Muster
University of Wuppertal, Gaußstr. 20, 42097 Wuppertal, Germany

ABSTRACT

This is a sample page and shows the desired format and appearance of a manuscript prepared for the Far-IR, Sub-MM & MM Detector Technology Workshop. Whenever possible pages should be formatted in the US standard letter format (8.5 x 11 inches). If you have to use the European A4 format, please be sure to adjust the margins accordingly. Margins for standard letter format: 1.25 inches (3.2 cm) left and right, 1 inch (2.5 cm) top and bottom. Margins for A4 format: 1.1 inches (2.8 cm) left and right, 1 inch (2.5 cm) top, and 1.7 inches (4.6 cm) on the bottom. For proper printing all text, tables and figures must fit within these margins. The font should be Times (New) Roman for the entire manuscript. The paper title should be centered and capitalized on top of the first page and printed in 16 pt bold font. The list of author(s) follows the title in normal 12 pt font, centered. Affiliations should be given after the author(s) names(s), again centered. If necessary, use numeric superscripts to correlate authors¹ and ¹affiliations. The principal author's email address and (optional) phone and fax numbers should be given as a footnote in italic 10pt font and within the page margins,
Do not number your pages or use any headers or footers.

INTRODUCTION - PRINCIPAL HEADINGS

Principal headings should be centered in the text block and capitalized in 12 pt bold font. Main text should be in 10 pt normal font, justified and single spaced in the text block. Reference citations should be typed in the text as sequential numeric superscripts¹ and listed under the final principal heading "References".

Subheadings

Subheadings should be left aligned in 12 pt bold font. Formulae like formula (1) should be centered in the text block and sequentially numbered:

$$e = m \cdot c^2 \quad (1)$$

Length of manuscripts

Manuscripts of invited presentations should not exceed 6 pages, manuscripts of contributed presentations and poster should not exceed 4 pages.

Contact information for J.F. Doe: Email: jfdoe@wpos2.physik.uni-wuppertal.de, phone (49) 202 439 1234

Figures

For budget reasons we strongly encourage the use of black & white figures only. If you have an urgent need for color, please contact us at det_workshop@sofia-usra.arc.nasa.gov.

Figure 1: Figure captions start with the figure number and should be typed in 10 pt italic font.

Tables

All tables must fit within the text block margins. They should have a title typed in 10 pt italic font.

Table 1: Natural numbers squares

Natural number	Natural number square
1	1
2	4

FILE TYPES AND NAMING

To comply with the preferences of the printing service that we will be using, we request your manuscript to be submitted as a MS Word file. For naming the file containing your article, please use the principal author's last name followed by the presentation's number in the workshop advance program (an update with presentation numbers assigned will be available shortly), e.g. *lange1-01.doc*.

In addition to the Word file format that we are requesting, we also accept "unlocked" PDF files (PDF document security set to "no security"). If you encounter difficulties to provide either Word or PDF formats, please contact us at det_workshop@sofia-usra.arc.nasa.gov.

DEADLINE FOR MANUSCRIPT SUBMISSION

Manuscripts must be submitted no later than April 01, 2002. Electronic submission by email to det_workshop@sofia-usra.arc.nasa.gov is strongly encouraged. If you encounter difficulties with that, please contact us at the same email address.

REFERENCES

1. J. Wolf, J. Farhoomand: *Sample Manuscript*, Proc. Far-IR, Sub-mm & mm Detector Technology Workshop, Monterey, CA, 2002, in press